

U.S. Department of Labor

Employment and Training Administration
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Reply to the Attention of:

December 12, 2003

PRH SUPPLEMENT 5.1R4 – RIMS REPORTING

**TO: ALL REGION II JOB CORPS CENTER DIRECTORS
ALL REGION II JOB CORPS CIVILIAN CONSERVATION CENTER
DIRECTORS THROUGH AGENCY PARTNERS
ALL REGION II JOB CORPS CENTER OPERATORS**

SUBJECT: Revised Region II RIMS Reporting Requirements Format

1. **Purpose:** To update the Monthly Report format for Region II Job Corps centers. This policy includes instructions and an electronic report template for center use.
2. **Background:** The National Office of Job Corps is looking for advance notification of events that are newsworthy, that may impact the community in either a positive or negative way, or that may generate public or political interest. It is critically important to advertise center's good works in a timely and comprehensive manner.
3. **Policy:** Centers shall submit monthly narrative reports as outlined below along with reports in PRH Exhibit 5-2 (Plan and Report Submission Requirements) The status of the report submission must be included in Part 2 of the Rims.
4. **Summary of Revised Regional Report Requirements:**

Part 1 - The narrative portion has been changed to reflect current programmatic initiatives. The Center Performance portion of the RIMS has been eliminated. Project Managers may request copies of the center's OMS-10P report from CIS.

Part 2 - The matrix is aligned to meet the requirements of Exhibit 5-2 of the PRH. Centers are to report the submission and approval dates of identified reports. The Preventative Maintenance Plan has been added to the matrix of reports. The matrix has also been modified to correct due dates of some of the reports and to clarify VST reporting requirements

5. Action: Each center is to submit the monthly RIMS report via E-Mail to the RD, DRD and PM by the 10th of the following month.
6. Inquiries: Questions regarding this directive should be directed to your Government Authorized Representative (Project Manager).
7. Rescission: Regional Field Instruction No. 99-13 in its entirety.

LYNN A. INTREPIDI
Regional Director - Philadelphia
Office of Job Corps

Attachments: Part 1, Monthly RIMS Narrative Report
Part 2, Plan and report submission requirements for centers.